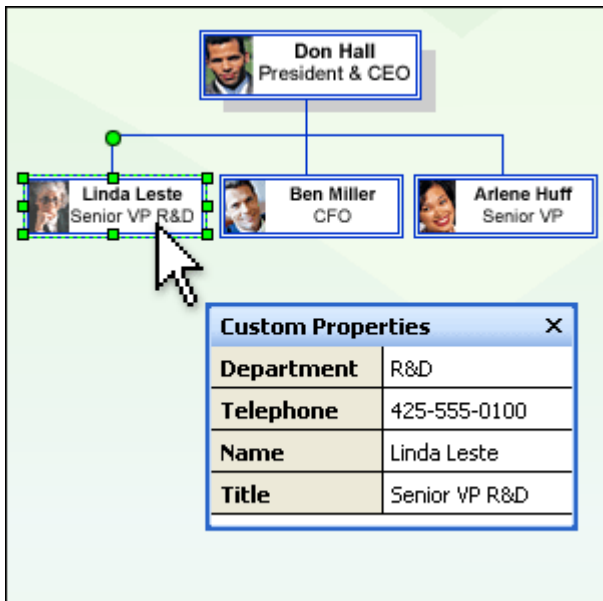# Quick Reference Card - A quick introduction to organization charts

To start an organization chart

1. On the **File** menu, point to **New**, and then click **Choose Drawing Type**.

2. Under **Category**, click **Organization Charts**, and then under **Template**, click **Organization Chart**. If Visio offers you a choice between **US units** and **Metric**, choose the measurement standard you prefer.

3. Work from the top down. First drag the **Executive** or **Manager** shape to the page. Then drag more shapes onto the first shape to form the hierarchy.

4. If the shapes get messy, click a top-level executive or manager, and then click **Re-layout** button [img] on the **Organization Chart** toolbar. If you want to change a layout, click the top shape of the part you want to change, and then choose a layout option on the **Organization Chart** toolbar.

5. To add a photograph to a shape, right-click the shape, and then click **Insert Picture** on the shortcut menu. Locate the photo on your computer, and then click **Open**.

Additional resources

With Microsoft® Office Visio®, you can create org charts automatically based on data from other Microsoft Office programs. There are also a myriad of ways you can arrange and format your chart. And you can also see and work with data for each shape, using the Custom Properties window. See these additional resources for more information:

[Formatting Organization Charts](#)

[Keeping Organization Charts Up to Date](#)

[Laying Out Organization Charts](#)

[Working with Data](#)

[Working with Pictures](#)